

TO: All Advanced Placement Students

RE: AP Examinations

DATE: September 18, 2019

Congratulations for choosing to seek challenge and knowledge by incorporating an advanced placement course in your schedule this year. Soon you will need to decide if you wish to take the AP test in that area. Listed below is some information about the exams that you need to know:

1. **The cost of each AP exam is \$97 (price includes an additional \$3.00 for administrative costs).** This fee is to be paid in the form of cash, check or money order payable to Avondale High School for the total amount.
2. You must indicate online at myap.collegeboard.org that you are planning to take the exam, and complete the attached AP exam form. **EXAMS WILL ONLY BE ORDERED IF “YES” IS INDICATED ONLINE, AND COMPLETED FORM AND PAYMENT ARE RECEIVED.**
3. Registration Deadlines:
 - The completed exam form, with payment, **MUST** be submitted to Mrs. Sandvig **NO LATER** than **Friday, October 4, 2019**, by 2:30 p.m. If you miss this deadline, you must pay a **\$15 late order fee per exam.**
 - After **Friday, October 18**, at 2:30 p.m. this **late fee is increased to \$50 per exam.**
 - **Friday, November 1, at 2:30 p.m. is the FINAL DEADLINE. No registrations will be accepted after this date.**
4. If you are eligible for a free or reduced lunch, you are also eligible for a reduced AP test fee of \$53. Please see me **BEFORE October 4, 2019**, about a fee reduction for AP exams.
5. An AP Exam may **only** be administered on its scheduled day, at the set time. Early testing is not permitted under any circumstance.
6. **Late testing** will be allowed only using an alternate form of the exam and only in cases of extreme hardship, **as determined by the College Board.** These make-up exams may only be administered on the specified late testing dates, at specified times.
 - In some circumstances, an alternate form of an exam is given without an additional fee: religious holiday, official school closing, unexpected and serious emergencies, two AP exams on same date and time.
 - Late testing is also allowed under the following circumstances, with an additional fee of \$45: conflicts with academic and athletic contests/events, ordering errors.
 - Late testing is not permitted for senior class trips, school assemblies, family vacations or commitments, or family member graduations.
7. On the test day, if you do not take the exam you ordered, you may request a **refund.** However, you will only receive \$40 of the regular \$97 test fee. Submit your request with your address to Mrs. Sandvig.
8. Below is a list of AP Examination dates for your information. Specific exam times will be published in March—morning exams will begin between 7 and 8 a.m., and afternoon exams will begin between 11 a.m. and 12 noon.

Mon May 4 US Gov (AM)
Tues May 5 Calculus AB (AM)
Wed May 6 English Literature & Comp (AM)
Thur May 7 Chem (AM), Art (PM) & Physics (PM)
Fri May 8 Computer Sci A (PM)

Mon. May 11 Biology (AM)
Wed May 13 English Lang & Comp(AM)
Thur May 14 World History(AM)
Fri May 15 Computer Sci Prin (AM)

2020 AP Examination Form

Please PRINT the following information to register for one or more AP exams.

Student Name _____
Last First

AP Examinations you wish to take in May:

1. _____
2. _____
3. _____
4. _____

Total Number of AP Exams Listed Above

X \$97.00 each

TOTAL COST

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

If you order an examination but do not take the test, your money will be returned to you minus a fee of \$57. Your refund will be \$40.

RETURN THIS FORM WITH CASH, CHECK OR MONEY ORDER MADE PAYABLE TO AVONDALE HIGH SCHOOL.

The completed exam form, with payment, MUST be submitted to Mrs. Sandvig **NO LATER than October 4, 2019 at 2:30 p.m.** If you miss this deadline, you must pay a **\$15 late order fee per exam.**

After Friday, October 18, at 2:30 p.m. the late order fee is increased to \$50 per exam.

Friday, November 1, at 2:30 p.m. is the FINAL DEADLINE. No orders will be taken after this time.